

IDAHO TRANSPORTATION DEPARTMENT

NON-METROPOLITAN LOCAL OFFICIAL CONSULTATION

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NON-METROPOLITAN LOCAL OFFICIAL CONSULTATION

Introduction and Purpose

Over the past two years, the Idaho Transportation Department (ITD) worked together with transportation stakeholders and officials to develop a transportation vision for Idaho. The vision's name, *Idaho's Transportation Future: Getting There Together*, speaks to the importance of engagement in the decisions that identify and develop the projects planned for in the Statewide Transportation Improvement Program (STIP), and how Idaho officials will achieve their identified transportation future in the long term. Local officials who participated in Idaho's long-range transportation vision emphasized the importance of integration of planning, land-use and multi-modal transportation through a regional transportation decision-making process.

The intent of the consultation commitments described in this document is to be responsive to the vision. A consultation process that is both consistent and effective is important to local officials, and ITD intends to meet those needs. In addition, ITD is seeking to actively involve local officials in the decisions that impact our mutual transportation systems. The major priorities agreed to in the vision process address the critical need for partnering, mutual decision-making, consultation, and coordination. The priorities are:

- ✓ Work to develop a more unified transportation system;
- ✓ Support choices for all individuals and clearly address the needs of all populations;
- ✓ Engage citizens and officials in transportation decisions;
- ✓ Integrate transportation and land-use planning at state and local levels; and
- ✓ Support quality of life for those who own and use the system.

There are many non-metropolitan local officials (hereafter referred to as local officials) in Idaho. Metropolitan areas are 50,000 or more in population. Local officials are those who represent non-metropolitan planning areas with jurisdiction and responsibility for transportation. They include local elected and appointed officials from general-purpose local governments, including counties, incorporated cities, and special-purpose local government entities such as highway districts, airports and transit authorities. Processes outlined here are intended to include as many local officials within the state as possible and be compatible with and complement existing Metropolitan Planning Organizations' planning processes in the metropolitan areas.

Consultation with local officials is an important element of ITD's transportation planning processes. ITD's Non-Metropolitan Local Official Consultation outlines how ITD consults with local officials throughout the state. In addition, it meets the requirements of 23 CFR Part 450.206, issued by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), which states that: "in carrying out statewide transportation planning, the State shall consider, with respect to non-metropolitan areas, the concerns of the local elected officials representing units of general purpose local government". States are also required to document those processes in a manner that provides for local official review and comment on the documented process. As defined in 23 CFR Part 450: "**Consultation** means that one party confers with another identified party in accordance with an established process and, prior to

*taking action(s), considers that party's views and periodically informs that party about actions(s) taken.” (23CFR 450.104) and “**Non-metropolitan local official** means the elected and appointed officials of general purpose local government, in non-metropolitan areas, with jurisdiction/responsibility for transportation.” (23CFR 450.104)*

The Idaho Transportation Department initiated development of its local consultation by documenting existing and ongoing local consultation on a statewide and district-specific level. The Local Highway Technical Assistance Council (LHTAC), whose members are appointed by the Idaho Association of Counties, Association of Idaho Cities, and Idaho Association of Highway Districts, participated in the development of the document and provided specific feedback on ITD's local consultation commitments.

It is ITD's intention to periodically solicit additional feedback via a local officials' survey on an ongoing basis. This survey will be used to gauge the inclusiveness and effectiveness of local consultation, discuss suggestions for enhancements, and if appropriate update the commitments.

The consultation framework described in this document is complementary of and consistent with the following:

- The project-level public involvement planning processes as described in ITD's Public Involvement Guidebook.
- Metropolitan Planning Organization's (MPO) transportation planning processes that operate according to their own by-laws and federal rules. In most cases, MPO membership consists primarily of local officials from the metropolitan areas (23CFR 450.306).
- Tribal consultation, which is conducted on a tribe-by-tribe basis, consistent with the resolutions of the various Tribal Councils and memoranda of understanding between the tribes and ITD (23CFR 450.214 and 450.216).

Goals of the Consultation and Decision-Making Process

- To improve the consistency and effectiveness of the department's consultation commitments based on local officials' comments during the state's long-range transportation visioning;
- To improve consistency in responding to non-metropolitan transportation needs;
- To outline the statewide and district-specific commitments for local consultation on the non-metropolitan elements of statewide transportation planning;
- To enrich local consultation by providing formal opportunities to review and comment on the projects to be included in the STIP; and
- To comply with the provisions of 23 CFR 450.212 documenting non-metropolitan local officials' participation in statewide transportation planning and development of the STIP.

Subject of Consultation

The statewide planning activities for which local officials' consultation is sought are identified below. Activities outlined within this document may also support other statewide planning efforts that may be undertaken by ITD.

1. Long-range transportation planning for the state of Idaho, through Idaho's Transportation Future: Getting There Together, looks out 30 years and beyond. It identifies the principles and values of a broad range of users—including local officials—and provides a framework for prioritizing projects based on its guidance. It is updated every 5-7 years and is based on input from local officials and other entities throughout the state.
2. Corridor, regional or modal transportation plans provide an opportunity to comprehensively address long-range future transportation needs, and to recommend a more specific package of improvements and management strategies for the transportation system being addressed in the corridor, district, multi-district or statewide area. Local official consultation is a key element in developing these plans, as well as in issue-solving forums that may be established as needed to address specific area planning issues.
3. The Statewide Transportation Improvement Program (STIP) is a multi-year program, updated in Idaho on an annual basis, which identifies projects programmed over the next five years and also those in preliminary development. Idaho's STIP includes the following—Aeronautics, Bicycle and Pedestrian facilities, Highways, Highway Safety, Public Transportation, and Rail. It also includes projects for the following special programs—Congestion Mitigation and Air Quality Improvement Program (CMAQ), Enhancement Program, Federal Lands Highways Program, Local Federal-Aid Incentive Program, and the Scenic Byways Program. Annually, ITD develops the STIP based on input from local officials and other entities throughout the state.

Consultation Commitments

The Idaho Transportation Department will implement the following local consultation practices throughout the state on an ongoing and consistent basis in all six districts. Solicitation of input from local officials in developing the Statewide Transportation Improvement Program (STIP) and the Idaho Transportation Plans is inherent in these commitments.

1. Idaho Transportation Board (Board)

The Board meets twelve times (monthly) per year, including once annually in each of the six districts. Local officials are sent a schedule of those meeting dates early in the year and another notification is sent out one month before the scheduled meeting, inviting them to attend or present a concern to the Board. Board meetings at the districts and at headquarters are an excellent opportunity for local officials to attend, either to just observe or to interact with the Board in discussing state and local issues.

The Idaho Transportation Board is a seven-member group whose collective purpose is to ensure a safe, efficient transportation system serving the needs of Idaho citizens. Six board members represent specific regions of the state. They are appointed by the Governor and confirmed by the Idaho State Senate. The seventh board member, an at-large Chairman, serves at the pleasure of the Governor. The Board routinely also meets with local or regional advisory groups during their district meetings.

2. Local Highway Technical Assistance Council

Consultation and coordination between LHTAC and ITD's personnel occurs on a regular basis. LHTAC is routinely invited to participate in decision-making forums and various task force activities within ITD. LHTAC will continue to be a vital force in implementing local official consultation.

LHTAC's mission is "to assist the Local Highway Jurisdictions (cities, counties and highway districts) with utilizing the available resources for maintenance and construction of Idaho's Local Highway System in the most efficient and effective manner possible." The Council consists of three elected officials appointed by the following associations: Association of Idaho Cities, the Idaho Association of Counties, and the Idaho Association of Highway Districts. Staff members from these organizations also serve on the Council in ex-officio capacity. The three associations include most if not all of the local transportation officials in Idaho. LHTAC makes annual program-update recommendations to the Idaho Transportation Board on federal funding for STP Urban and Rural transportation projects through LHTAC's Local Federal Aid Incentive Program, and local bridge projects funded under the Local and Off-system Bridge Programs for inclusion in the draft STIP. Their codified transportation-related roles and responsibilities to local governments add invaluable insight to ITD's planning activities and decision-making processes. See APPENDIX A, Board Policy B-11-04 and Administrative Policy A-11-04, Allocation of Surface Transportation Program Apportionments to Local Public Agencies.

3. Multi-Jurisdictional Transportation Planning Groups

There will be ongoing and regular participation by ITD in Multi-Jurisdictional Transportation Planning Groups. As a member of these groups ITD will provide information and collect input on ITD's Statewide Transportation Improvement Program (STIP) and other statewide transportation planning efforts.

ITD encourages and supports the development of multi-jurisdictional transportation planning groups that include local governments responsible for transportation as well as other interests such as freight, schools, federal or state agencies to name but a few. Where multi-jurisdictional transportation planning groups have been formed, the ITD District Engineer and/or other appropriate ITD staff will participate and consult with these groups concerning regional short and long-range transportation planning issues and the inclusion of transportation projects in the STIP. Where these groups have not formed,

the ITD district and local officials will develop alternate methods agreeable to local jurisdictions for review, prioritization and recommendation of projects to the STIP.

4. Local Agency Meetings

ITD hosts an annual local agency meeting in each of the six districts. These meetings address the STIP, and the specific programs and funding that are available to local jurisdictions. All local officials are invited and the meeting provides an opportunity for local officials to interact and consult with ITD personnel.

5. Notification

ITD distributes a copy of the draft STIP to all non-metropolitan jurisdictions and requests their review and comment on the document's projects. Comments are collected and considered in developing the final STIP. Similarly, ITD provides notification of regional and statewide meetings when developing all planning documents, other outreach activities, and RFP's for STIP project solicitations to non-metropolitan jurisdictions.

The draft STIP is also posted on ITD's website, as is the STIP Planning Calendar, a calendar that is jointly developed between ITD, MPOs and LHTAC, to efficiently organize and coordinate STIP activities with other ongoing planning activities throughout the state. ITD either distributes a hard copy of the final STIP to the non-metropolitan jurisdictions or provides notification to them of its availability on-line.

6. Public Transportation Coordination

Public transportation projects and funding and operational information is included in the STIP process for review and input; therefore, Public Transportation issues are addressed within the consultation commitments described in numbers 1-4 above

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The Division of Public Transportation also holds district meetings as part of the grant application process to allow local comment on proposed projects. Sponsors of new projects must contact local elected officials to make sure they are aware of the proposed project. In addition, the Division of Public Transportation works with numerous local committees to help develop or expand public transportation services in Idaho communities. Local groups include senior programs, transportation committees, economic development groups, local businesses and local elected officials. Staff provides technical assistance on federal program requirements, coordination opportunities, and help to communities to develop resources to provide for public transportation services. The Division of Public Transportation will coordinate with the Idaho Rural Partnership to promote the need for transit services in rural communities to meet economic development needs.

List of Current Consultation and Coordination Practices

Examples of statewide and district-specific consultation methods used by ITD are listed below:

- Idaho Transportation Board meetings in the Districts with local officials invited
- Distribution of planning documents to local officials soliciting review and comment
- Regular meetings with local officials, intermodal committees, and advisory committees
- Ongoing collaboration with the Local Highway Technical Assistance Council (LHTAC)
- Individual relationships and contacts between ITD Headquarters and District Senior Transportation Planners and officials, associations and city and county governments
- Ongoing participation in Multi-jurisdictional Transportation Planning Groups
- Direct notices and mailings from Headquarters and the Districts
- Outreach to local agencies by the District Senior Transportation Planners
- Participation in Metropolitan Planning Organizations (MPOs) where the MPOs represent some non-metropolitan (urban and rural) areas
- Participation in locally-sponsored Rural-area Transportation Planning Projects
- Annual workshops specifically directed toward exchanges of information with local partners
- Corridor and regional planning related public involvement processes, including public meetings, advisory committees, stakeholder interviews, interactive internet sites, and newsletters with feedback mechanisms
- Sponsorship of local workshops/meetings on an as-needed basis to support Headquarters and LHTAC driven planning efforts
- Solicitation of input from local officials in developing the Statewide Transportation Improvement Program (STIP) and the Idaho Transportation Vision, the state's long-range transportation plan.

Also see APPENDIX B, Consultation Practices by ITD Districts, APPENDIX C, Description of Advisory and Coordination Bodies, and Appendix D, Statewide and District Maps.

Future Framework for Enhancements

This document's intent is to be a framework for local consultation—describing and documenting consultation processes currently underway, but also providing the opportunity for ITD, state associations, and local officials to review and recommend changes to the consultation process. Each revision of the consultation processes will be updated and documented.

It is ITD's intention to solicit additional feedback via a survey process from local officials and associations within eighteen months of this document's implementation. This survey will be used to gauge the effectiveness of the consultation process, collect suggestions for enhancements, and guide the revision of the 2006 update of the ITD Non-Metropolitan Local Official Consultation document.

This document will be evaluated and changes made as needed within the first two years of its publication, and every five years after that. The state will allow a period of not less than 60 days for non-metropolitan, local officials, and other interested parties to comment on the effectiveness of the consultation process. The state will modify the process or make public the reasons for not doing so based on these comments.



Appendix A

ADMINISTRATIVE POLICY A-11-04
Page 1 of 2

ALLOCATION OF SURFACE TRANSPORTATION PROGRAM APPORTIONMENTS TO LOCAL PUBLIC AGENCIES

The passage of the Transportation Equity Act for the 21st Century in 1998 (TEA-21); the Idaho Transportation Planning Task Force Report in 1997; and the Idaho Transportation Board's adoption of B-11-04, Allocation of Surface Transportation Program Apportionments to Local Public Agencies, established the need for the department to work cooperatively with locally-elected public officials, Metropolitan Planning Organizations, and the Local Highway Technical Assistance Council (LHTAC) to develop local jurisdiction project identification and recommendation procedures for the Federal-Aid Local Urban and Rural Highway Development Programs. Effective January 1, 2000, this Administrative Policy establishes policy for the continuation of the STP Local Urban and Rural Programs under the Local Federal-Aid Incentive Program adopted by the LHTAC on June 11, 1999, via resolutions number 1999-1 and 1999-2.

Use of Federal Local Urban and Rural Funds

Federal Local Urban and Rural funds may be used for any project or costs eligible under the Surface Transportation Program in TEA-21. A State/Local agreement shall be prepared by the District Engineer for all Local Public Agency projects after the projects have been added to the Highway Development Program. Project costs of any kind are not reimbursable until the State/Local agreement is signed and the Statewide Transportation Improvement Program is approved by federal agencies.

Local Public Agency Project Programming and Development

All projects and project revisions proposed for inclusion in the Statewide Transportation Improvement Program (STIP) shall be submitted in conformance with the procedures in this policy, Board Policy B-11-04, and the public involvement, planning, and project selection requirements under TEA-21. The Idaho Transportation Board shall approve all project additions, deletions, or changes in scheduled fiscal year under the STIP. Annual costs for requested projects, or project revisions, shall not exceed the total annual available apportionments to the Urban or Rural Programs.

Projects recommended to the Idaho Transportation Board for use of the STP Urban apportionments under B-11-04 shall be recommended with the concurrence of the LHTAC and the Metropolitan Planning Organizations. Identification of, and requests for, new urban projects or urban project revisions shall be submitted through the MPO or the LHTAC as appropriate in coordination with the applicable ITD District to the Highway Programming Manager.

Projects recommended to the Idaho Transportation Board for the use of the STP Rural apportionments under B-11-04 shall be recommended by the LHTAC. Identification of, and requests for, new rural projects or rural project revisions shall be submitted through the LHTAC in coordination with the applicable ITD District to the Highway Programming Manager.

Local Public Agencies in rural areas that choose to participate in the "Surface Transportation Program Rural (STPR) Exchange Program" (Board Policy B-11-06), may not participate in the Local Federal-Aid Incentive Program portion of the STP Rural Program.

New projects should be placed in the Preliminary Development schedule of the Highway Development Program if project costs and scope cannot be adequately identified to determine the fiscal year of construction. The Highway Programming Manager will review the requests for projects to determine eligibility and incorporate the requested projects into the annual update of the Highway Development Program in conformance with Administrative Policy A-11-02, Highway Development Program.

In the event that the engineer's estimate for an approved Local Public Agency project exceeds the annual Federal STP Urban or Rural Program allocations, the sponsoring Local Public Agency must work with the LHTAC or the MPO to:

- Make up the difference with local funds;
- Defer the project to a later year when there are sufficient available apportionments in the appropriate Urban or Rural Program to cover the federal share of the project costs;
- Reduce the scope of the project by eliminating bid items, or phasing the project; or
- Identify other unused Urban or Rural apportionments.

signed _____

Date 12/17/99

DWIGHT M. BOWER

Director

This policy based on:

- Section 40-103, 105, 310 (8), 312 (2) and 317, Idaho Code
- Transportation Equity Act for the 21st Century of 1998 (TEA-21)
- "Option D" (see attachment), as adopted by the Idaho Transportation Board on June 30, 1998
- Distribution of Formula Apportioned Funds for Local Road Jurisdictions, May 1992
- B-11-04, ALLOCATION OF SURFACE TRANSPORTATION PROGRAM APPORTIONMENTS TO LOCAL PUBLIC AGENCIES
- Decision by the Director

Department-wide supervision and coordination assigned to:

Chief Engineer

Direction for activity and results assigned to:

Highway Programming Manager and District Engineers

Former date of A-11-04:

-0- (converted Director's Memorandum No. 28, Interim Guidance for Federal Local Urban and Rural Programs)

Cross-reference to related Administrative policies:

- A-11-01, TRANSPORTATION PROGRAM DEVELOPMENT
- A-11-02, HIGHWAY DEVELOPMENT PROGRAM
- A-11-06, SURFACE TRANSPORTATION PROGRAM RURAL (STPR) EXCHANGE PROGRAM
- A-19-01, FINANCING CONSTRUCTION OF STATE HIGHWAYS IN CITIES

Appendix B

Consultation Practices by ITD Districts

District 1:

District One staff schedules meetings with the commissioners in each of its five counties (see map, Appendix D). Letters of invitation are sent to local highway jurisdictions, economic development interests and civic groups within each county. Individual coordination meetings are held with staff from the Coeur d'Alene, Kalispell and Kootenai Tribes.

The district also coordinates with the following multi-jurisdictional transportation planning groups:

- Boundary Area Transportation Team (24 members)
- Bonner County Transportation Task Force (14 members)
- Kootenai County Area Transportation Team (13 members)
- Kootenai Metropolitan Planning Organization (10 members)

These groups focus on transportation issues affecting their local area. Participants include ITD, counties, cities, highway districts and individuals who have transportation-related expertise. The District Engineer attends all of the above teams and is the ITD representative to the MPO. In addition, he meets on a regular basis with tribal councils/chairs, city council, individuals and service/civic organizations. The district's aim is to have a transportation team in each of the five northern counties.

Local officials receive hard copies of planning documents and the district accepts written comments.

For STIP consultation, the district schedules meeting in each county, usually through the county commissioners, to discuss and receive input on the draft. These meetings have been held each year during the comment period in July.

The District supports statewide planning needs by involving locals in special meetings or other sessions as requested to support the planning process (i.e., the District coordinated the participation of locals in a number of workshops to support the development of the Idaho Transportation Vision). On request, District personnel attend specific city, county and highway district meetings.

District 2:

District Two (see map, Appendix D) staff meets monthly with two multi-jurisdictional transportation planning groups; one representing the Moscow area and the other representing the Lewiston area. Committee membership includes local elected officials from cities, counties and highway districts and other interested parties.

ITD's District Engineer, Assistant District Engineer and Resident Engineer regularly participate in committee meetings. The District's Senior Transportation Planner attends these meetings as appropriate to support meeting objectives. The District Engineer and the Idaho Transportation Board member meet with the Nez Perce Tribe on a quarterly basis

Committees address ongoing construction projects, projects under development, scheduling of projects, and planning. State planning efforts are often included on the agenda. Work associated with the STIP is routinely discussed. The committees work to identify priority projects that could be considered for inclusion in the STIP, and become familiar with the respective components of that document that affect their region. All committee members receive copies of the STIP prior to the meeting at which it is specifically discussed. Other state-level planning efforts are included on the committees' meeting agendas as needed.

The District supports statewide planning needs by involving locals in special meetings or other sessions as requested to support the planning process (i.e., the District coordinated the participation of locals in a number of workshops to support the development of the Idaho Transportation Vision). On request, District personnel attend specific city, county and highway district meetings.

District 3:

The consultation process with rural and small urban areas in District Three (see map, Appendix D) is conducted on a continuous basis although, to date, it has been somewhat informal. Local officials from all counties frequently bring their priorities to the District's attention. District staff is routinely made available to attend city, county and highway district meetings, as requested by the agencies, to provide information and guidance in planning, financing, design, and construction issues. Local officials are contacted for input to project plans at the concept stage of all design projects in their area. Local officials can review STIP information and comment on the program at all project related public meetings. Corridor and Planning Studies also include close work with affected local agencies.

The District has two key contacts designated to assist the local agencies. The Senior Transportation Planner is the designated contact for projects prior to STIP approval. After STIP approval, the District Planner continues as the liaison with planning related projects, and the District State-Local Engineer becomes the liaison for the design of construction projects. District Management and other staff are also made available, as needed, to present information or respond to issues.

Past strategies for consultation included annual local STIP meetings. These meetings were only lightly attended and have been discontinued. Another strategy was the formation of more multi-jurisdictional planning groups. This was not successful but could perhaps be modified and tried again.

Future strategies will revisit efforts to organize the multi-jurisdictional planning groups, if desired by the local agencies. The initiation of a plan for outreach to the cities and counties outside the MPO is in progress at District Three. The outreach will begin in those areas most affected by impending development or growth adjacent to our most heavily traveled routes.

A well structured consultation process has evolved in the highest growth areas of the district (Ada and Canyon County). District Three hopes to replicate such partnerships in the rural and small urban areas.

District Three is largest in both area and population of the six ITD districts. An effective and efficient method of local consultation is necessary. Local governments who would like to comment on their preferred method of dialogue on transportation issues are encouraged to call the District 3 Planner.

District 4:

District Four (see map, Appendix D) meets monthly with four different multi-jurisdictional transportation planning groups representing four different parts of the district (see map Appendix D). Committee membership is comprised of local elected officials from cities, counties and highway districts and other interested parties.

Committees include the:

- Mini-Cassia Transportation Committee, representing interests in Minidoka & Cassia counties,
- Greater Twin Falls Area Transportation Committee, representing interests in Twin Falls County, four highway districts, and all communities within the county including Twin Falls, which contains the district's highest population,
- North Side Transportation Committee, representing interests in Jerome, Gooding, Camas, and Lincoln counties, and the
- Wood River Transportation Committee, representing interests in Blaine County.

Three of the four committees require dues and operate with a budget.

ITD's District Engineer and Assistant District Engineer regularly participate in committee meetings, as does the Resident Engineer if there is one in the respective area. The District's Senior Transportation Planner attends these meetings as appropriate to support meeting objectives.

Committee meetings are conducted by using a specific agenda that addresses ongoing projects, projects under development, scheduling of projects, and planning. Any state planning efforts are included on the agenda. Work associated with the STIP is undertaken routinely, as committees work to identify priority projects that could be considered for inclusion in the STIP, become familiar with the respective components of

that document that affect their region. All committee members receive copies of the STIP prior to the meeting at which it is specifically discussed. Other state-level planning efforts are included on the committees' meeting agendas as needed.

The district supports statewide planning needs by involving locals in workshops, special meetings or other sessions as requested to support the planning process (i.e., the district coordinated the participation of locals in a number of workshops to support the development of the Idaho Transportation Vision). On request, district personnel attend specific city, county and highway district meetings.

District 5:

District Five (see map, Appendix D) participates in each of four multi-jurisdictional transportation planning groups (or coalitions) that meet on a quarterly basis. Formal meeting notes are kept and tracked, formal agendas and sign-up sheets are provided for every meeting to enable accountability and tracking of requests, commitments, and other activities of concern to the coalitions. Written notification of meetings is provided to cities, counties, highway districts, Idaho Transportation Department, Shoshone-Bannock Tribes, school districts, chambers of commerce, state senators and representatives and everyone who has attended a previous coalition meeting.

Coalition attendance varies but generally, participants in coalition meetings include city public works staff and elected officials, county public works staff and elected officials, highway district staff and elected officials, school district staff, and Idaho Transportation Department staff and the Idaho Transportation Board member from District Five (see map Appendix L). On a more sporadic basis, meetings are also attended by members of the public who have issues they want the coalition to address, law enforcement, planning and zoning commission and staff, resource agencies, local development groups, and businesses, Idaho Transportation Department staff who attend on a regular basis include the District Engineer, Assistant District Engineer, Local Roads Engineer, Traffic Engineer, Senior Transportation Planner, and area Maintenance Foreman. The groups include:

- Power County Joint Transportation Coalition
- Bingham County Joint Transportation Coalition
- Five-County Joint Transportation Coalition (Bear Lake, Caribou, Franklin, Oneida, and eastern Bannock)
- Pocatello Coordination Group

The STIP is among the many topics discussed and reviewed by these groups. In the fall, the District formally announces its intention to begin the annual STIP update, explains the STIP updating process, and notifies the members of local funding opportunities, then, reviews the draft STIP document in July at each coalition meeting. Each participant is provided a copy of the draft STIP document. Projects that are potential nominees to the STIP are discussed at Coalition meetings throughout the year.

Since 1999 the District has undertaken comprehensive planning processes for specific transportation corridors. Consultation regarding corridor needs, goals and objectives, and appropriate improvements and management programs are central to the corridor planning process. Consultation methods for corridor planning including broadly-based advisory committees and public meetings that are convened throughout the planning process from issue identification to recommendation and adoption of improvements; public announcements in the print media and frequented locations; newsletters; personal notification; and the internet.

The District also supports and facilitates statewide, headquarters-driven planning and study processes by soliciting participation from local officials and community members.

District 6:

District Six participates in five different multi-jurisdictional transportation planning groups, representing Lemhi/Custer, Teton/Fremont, Madison/Jefferson, Butte/Clark and Bonneville counties. These committees are made up of between 25 and 35 individuals representing resource agencies, elected officials including state legislators, school districts, and public safety organizations (see map, Appendix D). Committees meet at least semi-annually.

These committees have been quite effective as a forum to discuss transportation related concerns, and to present information to local public agencies on funding opportunities, project updates, and information on the annual Statewide Transportation Improvement Program. Additional topics can vary based on the interests of the committee membership.

Agendas and minutes of previous meetings are prepared and sent to all members in advance. The meetings are scheduled in each county on an alternating basis. Minutes are compiled and action items are listed along with the individual responsible for responding to the action item. Staff attending the committee meetings on a continuing basis includes the District Engineer, Project Development Engineer, Senior Transportation Planner and the Public Information Specialist. In addition, a different staff person attends each cycle of meetings on a revolving basis to introduce themselves to committee members. The Transportation Board member for District Six also attends committee meetings when scheduling allows.

The District hosts the annual local roads meeting. Every local public agency in the District with transportation responsibilities is invited to this meeting. The purpose of the local roads meeting is primarily to provide local government officials in eastern Idaho with information about the update to the State Transportation Improvement Program, funding opportunities, and how local jurisdictions can participate in this process.

Corridor planning also includes a consultation effort with local elected officials. These plans emphasize a collaborative process with the public, elected officials and agency

representatives. Normally, in addition to regularly scheduled public open houses, staff meets with elected officials to identify their concerns and ideas on how best to accomplish the goals and objectives of the individual corridor. It is anticipated that updates will be made to completed corridor plans approximately every five years or as needed. These updates will provide additional opportunities for dialogue and consultation.

The District supports statewide planning needs by involving locals in special meetings or other sessions as requested to support the planning process (i.e., the District coordinated the participation of locals in a number of workshops to support the development of the Idaho Transportation Vision). On request, District personnel attend specific city, county and highway district meetings.

Appendix C

Description of Advisory and Coordination Bodies

Numerous locally convened and ITD convened entities exist in Idaho with responsibility for helping to coordinate ITD activities and/or advise ITD on transportation issues. Such groups are intended to be as inclusive as possible, reflecting the various geographical areas of the state, and a variety of perspectives. Groups with a state-wide orientation include the

- Idaho Transportation Board. Six members representing each of the six Districts and one at-large chair comprise the IT Board.
- Aeronautics Advisory Board. The five-member Aeronautics Advisory Board advises the transportation department staff and the Idaho Transportation Board on aviation issues. Members of the Aeronautics Advisory Board are appointed by the governor and confirmed by the Idaho Senate to serve staggered three-year terms. The members represent one of five geographic regions of the state. No more than three members may be of the same political party.
- Local Highway Technical Assistance Council. LHTAC is the key component to local consultation practices in Idaho, providing for rural consultation and making recommendations to the IT Board on federal funding for local highway projects.
- Public Transportation Advisory Council. The Public Transportation Advisory Council is established by Idaho Code and advises the Idaho Transportation Board on public transportation issues after consulting with local governments and local agencies. It is comprised of six members from each ITD District appointed by the Idaho Transportation Board. Members are appointed for staggered, three-year terms.
- Interagency Working Group for Public Transportation. The Public Transportation Interagency Working Group is established by Idaho Code to assist the transportation department in analyzing public transportation needs, identifies areas for coordination and develops strategies for eliminating procedural and regulatory barriers. Eleven public agencies have representation in the group.
- Idaho Automobile Dealers Advisory Board. The Idaho Automobile Dealers Advisory Board advises the transportation department in administering and enforcing the Motor Vehicle Dealer and Salesman Licensing Act. The governor appoints seven members for three-year terms.
- Motor Carrier Advisory Committee. The Motor Carrier Advisory Committee reviews regulations, statutes and general issues relating to motor carriers and advises the transportation department staff. The committee consists of 12 members serving staggered, three-year terms.
- Enhancement Advisory Committee. Established for the purpose of reviewing Transportation Enhancement Program applications and recommending projects to the Idaho Transportation Board. Membership shall represent appropriate interested parties and expertise so that the perception of conflict of interest is eliminated as much as possible. The EAC members are appointed for two (2) years, with reappointment required by the Chief Engineer.

- Congestion Mitigation and Air Quality Improvement Program Technical Review Committee. Established for the purpose of reviewing CMAQ Program applications and recommending projects to the Idaho Transportation Board. Membership shall represent appropriate interested parties and expertise to balance local, regional, and statewide priorities. Membership is based on staffing position at a variety of agencies. Two members serve on a rotating basis, with replacements every two years as recommended by the Director to the Idaho Transportation Board. Three Through the State Policy-Making and Advisory Bodies: members of the CMAQ Technical Review Committee are ex-officio, with additional members appointed at the discretion of the Director, as necessary.
- Scenic Byways Advisory Committee. A 16-member committee that advises the Idaho Transportation Board about byway issues, including scenic byway eligibility, establishment, and support. Members represent federal, state and tourism interests. There is no fixed term for members or restrictions on the number of members. The committee meets four times yearly in Boise.
- Idaho Traffic Safety Commission. The Idaho Traffic Safety Commission reviews traffic safety issues, promotes local and state cooperation, recommends programs for federal aid and supports accident prevention. The commission consists of 15 members including the chairs of the Idaho Senate Transportation Committee and the House Transportation and Defense Committee.

Multi-Jurisdictional Transportation Planning Work Groups and Metropolitan Planning Organizations by District

District 1:

- Boundary Area Transportation Team (24 members)
- Bonner County Transportation Task Force (14 members)
- Kootenai County Area Transportation Team (13 members)
- Kootenai Metropolitan Planning Organization (10 members)

District 2:

- Greater Lewiston Area Transportation Committee (10 members)
- Salmon River Canyon Transportation Group (11 members)
- West Camas Prairie Transportation Task Force (10 members)
- South Latah Transportation Committee (5 members)
- Lewis-Clark Valley Metropolitan Planning Organization (8 members)
- Moscow Transportation Committee

District 3:

- Community Planning Association of Southwest Idaho (Ada and Canyon County Metropolitan Planning Organization with 33 members including rural and urban)

District 4:

- North Side Transportation Committee (5 counties, 20 members)
- Greater Twin Falls Area Transportation Committee (40 members)
- Mini-Cassia Transportation Committee (40 members)
- Wood River Valley Transportation Committee (10 members)

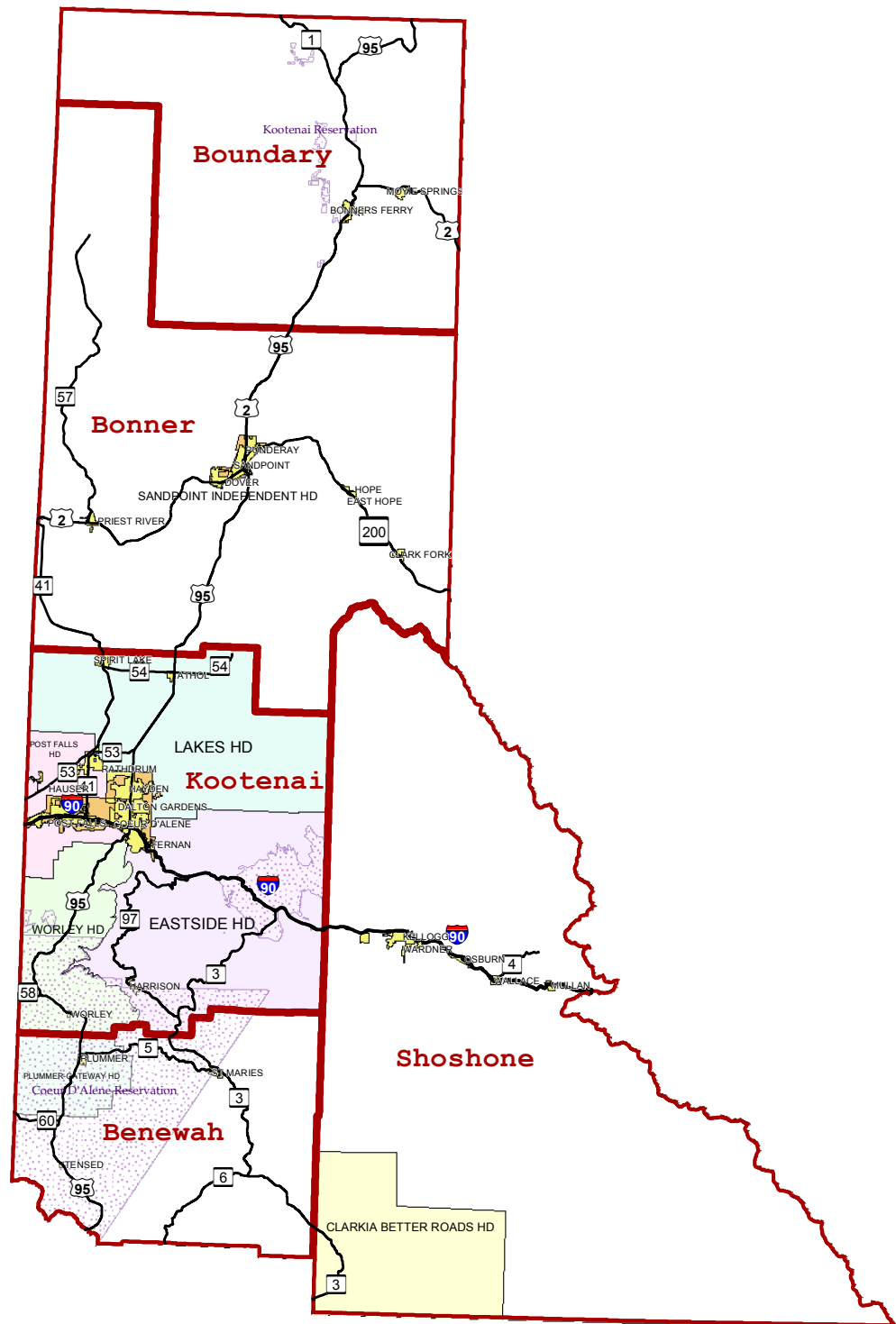
District 5:

- Bannock Metropolitan Planning Organization (10 members)
- Bingham County Transportation Coalition (25 members)
- Power County Transportation Coalition (15 members)
- Five County Transportation Coalition (5 SE Counties)









District 6:

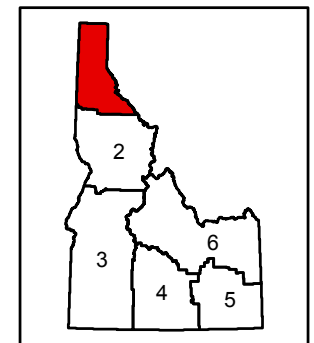
- Bonneville Metropolitan Planning Organization (6 members)
- Bonneville Country Transportation Committee (10 members)
- Jefferson County/Madison County Transportation Committee (10 members)
- Butte County/Clark County Transportation Committee (10 members)
- Fremont County/Teton County Transportation Committee (10 members)
- Custer County/Lemhi County Transportation Committee (10 members)

Appendix D
ITD District Maps

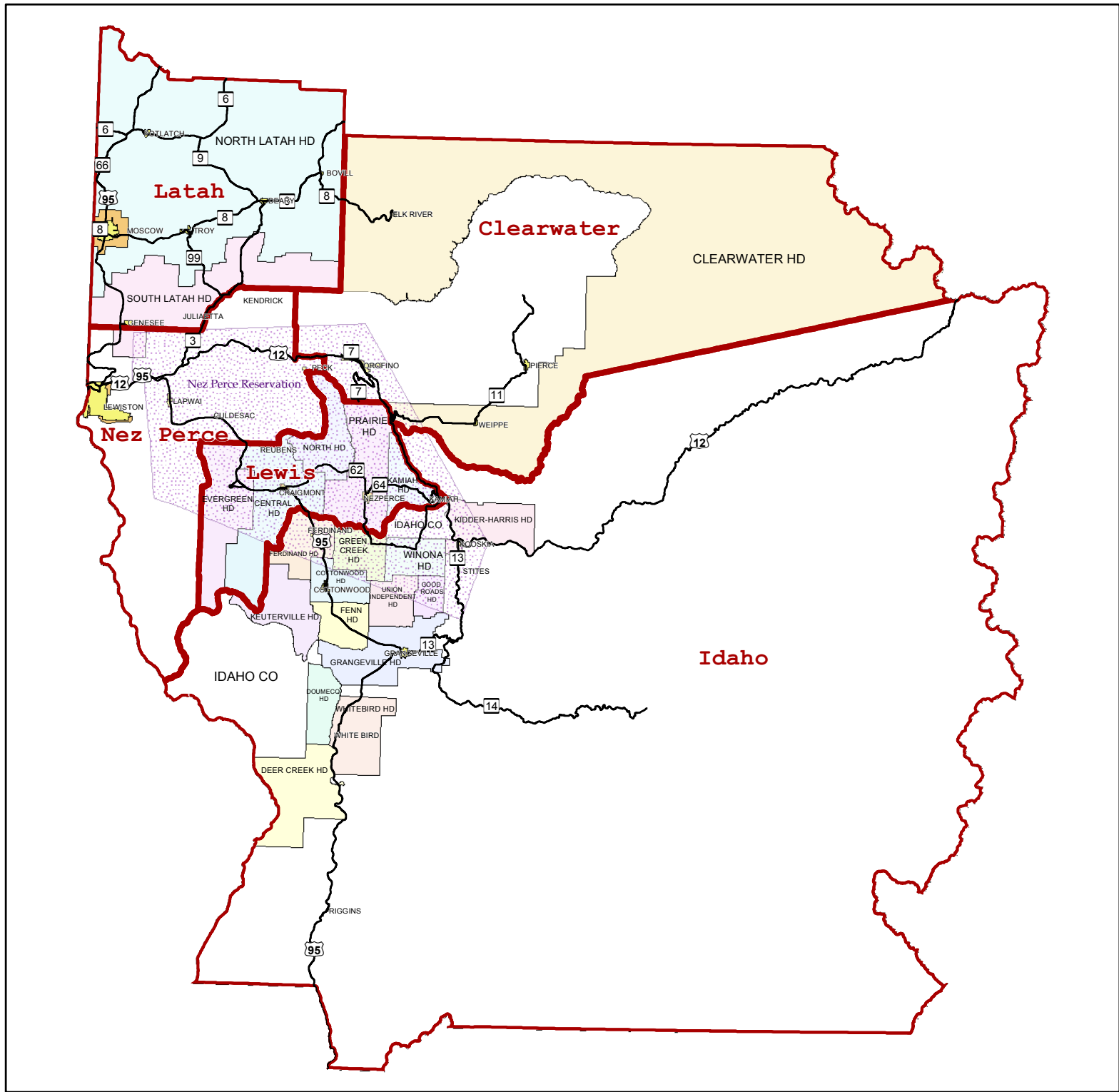


District 1









-  Roads Managed by Counties
-  Local Highway Districts (all other colors)
-  Urban Limits
-  Incorporated City Limits
-  Tribal Lands
-  Interstate
-  U. S. Highway
-  State Highway

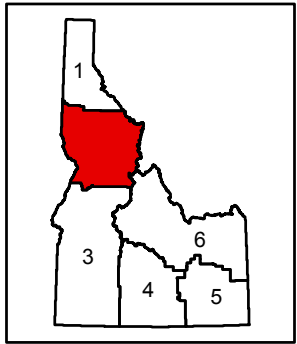


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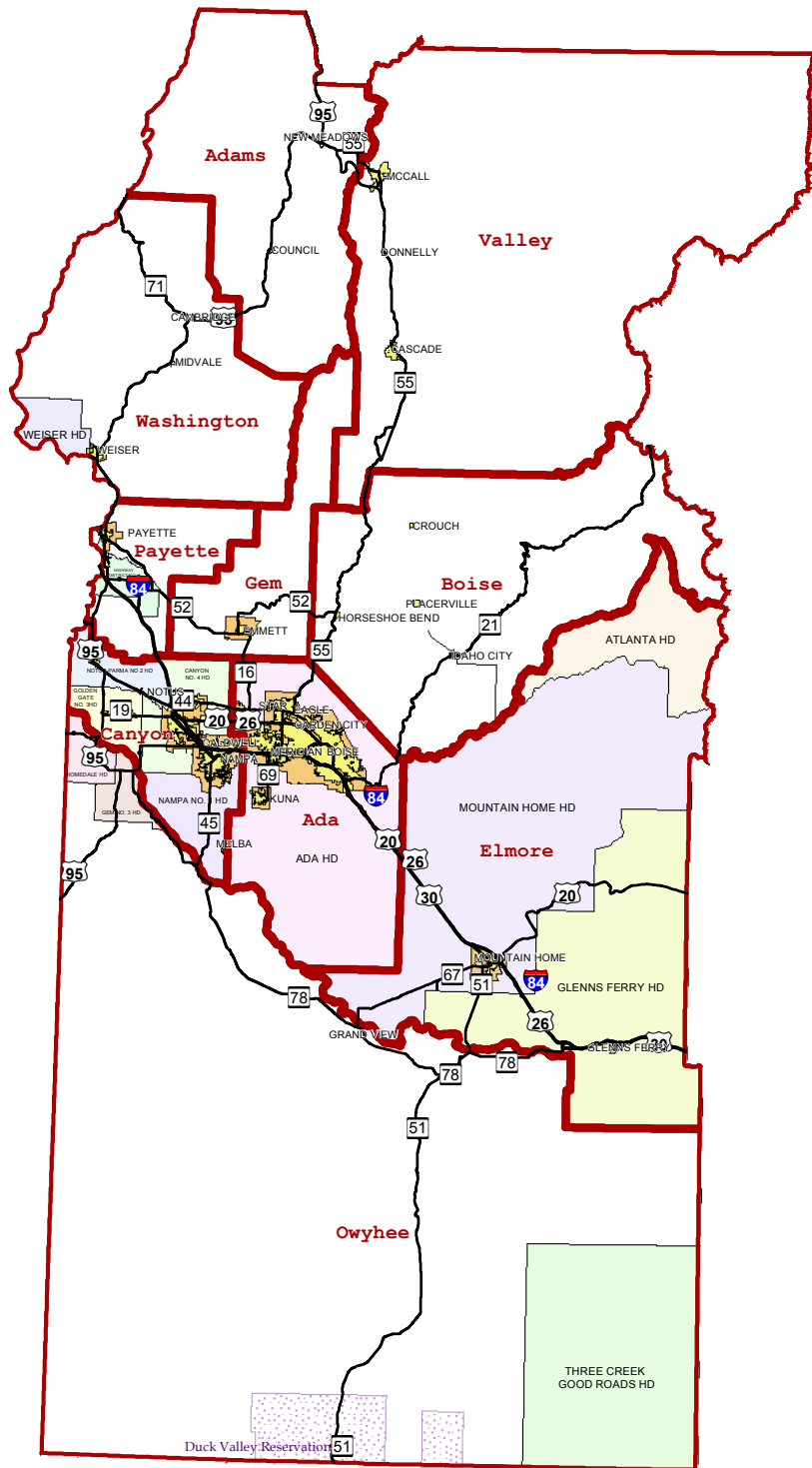


District 2








-  Roads Managed by Counties
-  Local Highway Districts (all other colors)
-  Urban Limits
-  Incorporated City Limits
-  Tribal Lands
-  Interstate
-  U. S. Highway
-  State Highway

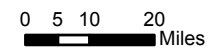
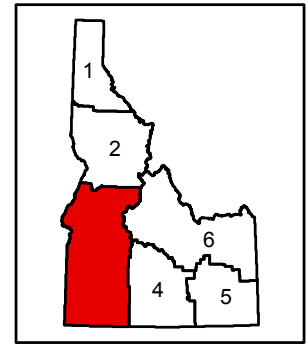


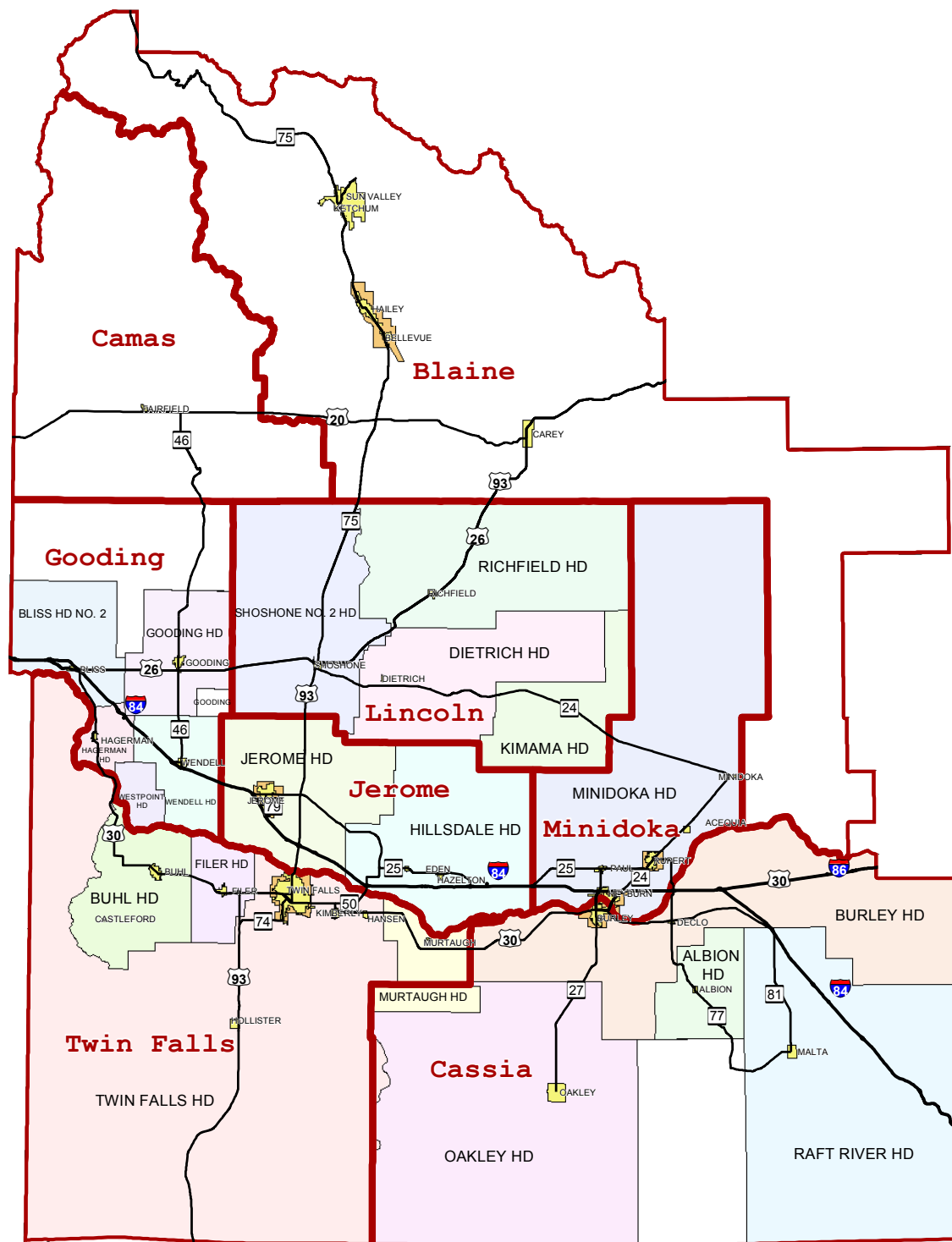
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




District 3

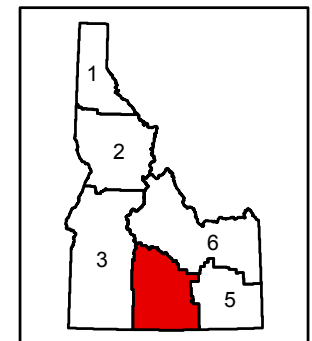
-  Roads Managed by Counties
-  Local Highway Districts (all other colors)
-  Urban Limits
-  Incorporated City Limits
-  Tribal Lands
-  Interstate
-  U. S. Highway
-  State Highway





District 4









-  Roads Managed by Counties
-  Local Highway Districts (all other colors)
-  Urban Limits
-  Incorporated City Limits
-  Tribal Lands
-  Interstate
-  U. S. Highway
-  State Highway

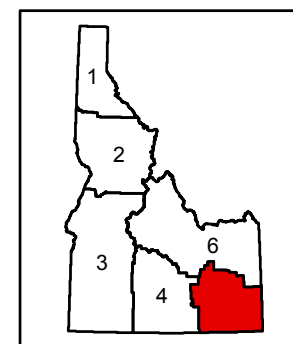


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GIS Section, January, 2005

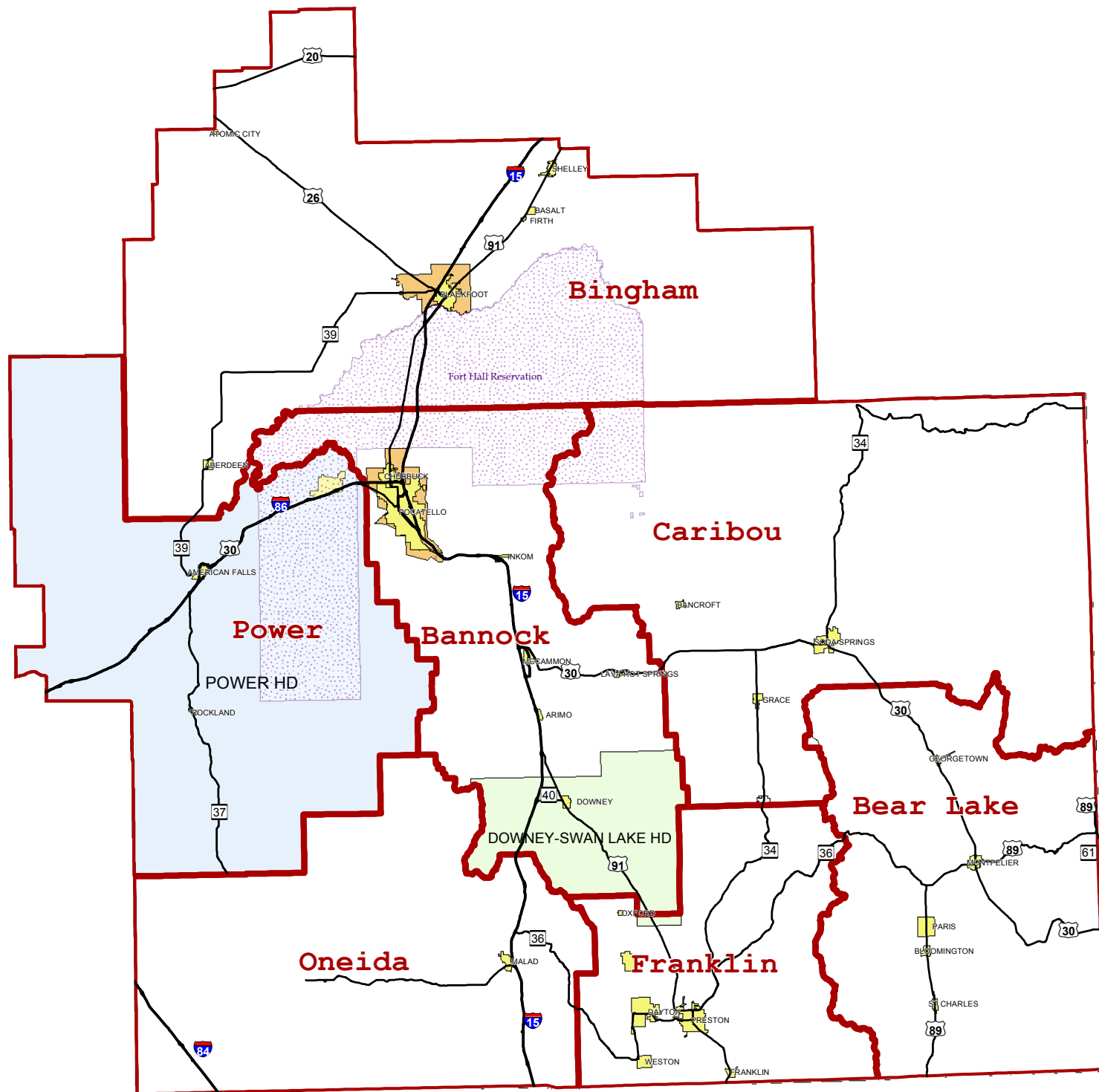
District 5

-  Roads Managed by Counties
-  Local Highway Districts (all other colors)
-  Urban Limits
-  Incorporated City Limits
-  Tribal Lands
-  Interstate
-  U. S. Highway
-  State Highway










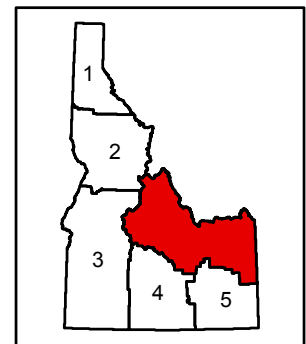
0 2.5 5 10 Miles

GIS Section, January, 2005



District 6

-  Roads Managed by Counties
-  Local Highway Districts (all other colors)
-  Urban Limits
-  Incorporated City Limits
-  Tribal Lands
-  Interstate
-  U. S. Highway
-  State Highway



0 5 10 20 Miles

GIS Section, January, 2005

